

# King County Department of Public Defense

Case Name and Number: \_\_\_\_\_

Charge: \_\_\_\_\_

Assigned Counsel name: \_\_\_\_\_

Assigned Counsel signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Case Planning Form for Cases over 300 Hours

ACTIVITY/ESTIMATED HOURS	HOURS
<p style="text-align: center;"><b>Discovery Retrieval, Organization &amp; Review (including documents &amp; information generated by defense investigation) estimated hours</b></p> <p>1. Pages of discovery/documents _____</p> <p>2. Number of Audio tapes _____</p> <p>3. Hours of Audio tapes _____</p> <p>4. Number of Videotapes _____</p> <p>5. Hours of Videotapes _____</p> <p>6. Other(specify) _____</p>	<p><b>Discovery Subtotal:</b></p>
<p style="text-align: center;"><b>Motions and Hearings estimated hours</b></p> <p>1. Preliminary hearings (including detention/bail, preliminary hearing, arraignment, case settings – hours in court, travel time, out of court prep including researching and writing pleadings) _____</p> <p>2. Discovery hearings including hours in court, travel time, out of court prep including researching and writing pleadings _____</p> <p>3. Hearings on challenges to charges and evidence including hours in court, travel time, out of court prep including researching and writing pleadings _____</p> <p>4. Hearings related to sentencings including hours in court, travel time, out of court prep including researching and writing pleadings _____</p>	<p><b>Motions/ Hearings Subtotal:</b></p>

M:

Assigned Counsel /140903 Case Plan

Rev. 10/6/14

<p><b>Witness Interviews and Other Investigation (including interviews of family members but excluding experts noted below) estimated hours</b></p> <p>1. Witness interviews _____</p> <p>2. Other investigation _____</p>	<p><b>Witness/ Investig. Subtotal:</b></p>
<p><b>Client Consultation estimated hours</b></p> <p>1. Client meetings _____</p> <p>2. Client phone calls, emails _____</p> <p>3. Client letters _____</p>	<p><b>Client Consult Subtotal:</b></p>
<p><b>Expert Witness Consultation – state number of experts and number of attorney estimated hours</b></p> <p>Number of experts: _____</p> <p>Number of attorney hours _____</p>	<p><b>Expert Subtotal:</b></p>
<p><b>Other meetings and Consultations estimated hours</b></p> <p>1. Prosecutors _____</p> <p>2. Associates _____</p> <p>3. Investigators _____</p> <p>4. Paralegals _____</p> <p>5. Counsel for co-defendants _____</p> <p>6. Other (specify) _____</p>	<p><b>Other Meetings/ Consult Subtotal:</b></p>

M:

Assigned Counsel /140903 Case Plan

Rev. 10/6/14

<p style="text-align: center;"><b>Trial estimated hours</b></p> <p>1. Estimates length of trial in days_____</p> <p>2. In-court time – hours per day x number of days_____</p> <p>3. Out of court prep time_____</p>	<b>Trial Subtotal:</b>
<b>Case Planning Form Prep Time estimated hours (up to 1.5 hours)</b>	
<b>Other (specify)</b>	<b>Subtotal:</b>
<b>ESTIMATED TOTAL HOURS</b>	